



## UNITED STATES MARINE CORPS

25TH MARINE REGIMENT  
4TH MARINE DIVISION, FMF  
NAVAL AND MARINE CORPS RESERVE CENTER  
640 PLANTATION STREET, WORCESTER, MA 01605-2099

IN REPLY REFER TO

1050

S-1

22 SEP 1999

REGIMENTAL POLICY LETTER 3-99

From: Commanding Officer  
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO P1050.3G  
(b) MCO P1001R.1J  
(c) ForO 1050.2  
(d) DivO 1050.12

1. Purpose. To amplify the policy for Leave and Liberty established by the references.
2. Cancellation. RegtO 1050.1E.
3. Information. The references contain detailed instruction for implementation of policies concerning leave, liberty, and foreign leave travel within the Marine Corps. Upon activation or mobilization, Reserve Marines accrue leave and are subject to this policy.

4. Policy

a. Special Liberty. Commanding Officers and Inspector-Instructors may grant special liberty under the following limitations:

(1) A 3-day (72-hour) special liberty periods will not be extended by combinations with holidays or other off-duty periods where the combined period will exceed the limits of 3-day (72-hour) liberty. Unit wide 3-day liberty will only be granted by Battalion Commanders/Inspector-Instructors.

(2) A 4-day (96-hour) special liberty will not be extended by combinations with holidays or other off-duty periods where the combined period will exceed the limits of 4-day (96-hour) liberty. Unit wide 4-day liberty will only be granted by the Regimental Commander.

(3) Individual Marines can be granted 3 or 4 day special liberty by Commanding Officers/Inspector-Instructors at the company level and above.

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(4) Leave in conjunction with special liberty may only be combined when the Marine will physically be within the 24-hour liberty limits (as established by the local commander) and available for recall to duty during the special liberty period. When combined with special liberty, Marines will not be charged annual leave during the special liberty period provided they are within the specified liberty limits.

b. Liberty Limit. While in an authorized liberty status personnel will not travel beyond 300 miles from their respective unit without permission. Special attention must be paid to insure Marines are not driving excessive distances.

c. Compensatory Time. Compensatory time is not a right or entitlement. It may be granted to an individual by the Inspector-Instructor for duties performed outside of normal duty hours. Time granted to a Marine in recognition of extra assignments will be in the form of Special Liberty. The following, applies:

(1) I-I personnel can be authorized a day of special liberty following each drill weekend. An effort will be made to provide the first Monday following the drill as a day off.

(2) Approved by the Marine's Officer in Charge or Staff Non-Commissioned Officer in Charge.

(3) Does not conflict with operational commitments or special details.

(4) The public relations aspect of Inspector-Instructor duty are unique. Consideration should be given when Marines are committed to numerous public appearances over weekends and holidays. This should not be taken to mean that an hour for hour or day for day compensation system be established.

c. Foreign Leave. Request for foreign leave to visit or travel through countries/places listed in reference (b) which require approval by CMC will be submitted through the chain of command, to MARFORRES (G-1), in sufficient time to arrive at least 30 days in advance of leave commencement date. Requests for foreign leave to visit or travel abroad, that local commanders are authorized to approve per reference (b), will include an information copy to the Regimental S-1.

5. Action

a. Commanding Officers/Officers in Charge, and Inspector-Instructors will initiate programs to encourage and assist Marines and Sailors to use, to the maximum extent possible, their accrued leave annual.

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b. Battalion Commanders/Inspector-Instructors, and Executive Officer/Regimental Inspector-Instructor will submit their leave authorization requests to the Commanding Officer, 25th Marine Regiment for approval. All other Regimental Staff/Inspector-Instructor Staff Officers will have their leave authorization requests approved by the Executive Officer or Inspector-Instructor, as appropriate.

c. All other subordinate Commanding Officers/Inspector-Instructors will submit their leave authorization requests to their higher Headquarters for approval. Requests for leave may be submitted by Electronic mail or telephonically.

d. On 30 August the Regimental Commander will be provided the names and leave balances of all Marines who may lose leave (excess of 60 days on 1 October) and the reason therefore.

  
D. C. RAPÉ

DISTRIBUTION: A